

INSTRUCTIONS FOR COMPLETING A REQUEST FOR LIVE SCAN SERVICE FORM (California Residents)

The following instructions are provided to assist applicants in completing this form accurately. Please follow all instructions and print clearly; failure to do so may result in processing delays of your application.

1. **NAME OF APPLICANT:** Enter last name, first name and middle name. Do not use initials or abbreviations.
2. **ALIAS:** Enter all other names used by applicant, including maiden names.
3. **DRIVER'S LICENSE NO.:** Enter California driver's license number.
4. **DOB:** Date of birth (month/day/year).
5. **SEX:** Gender (male/female).
6. **HEIGHT:** Height in feet and inches.
7. **WEIGHT:** Weight in pounds.
8. **MISC. NO.:** Enter other identifying numbers (e.g., other state driver's license number).
9. **EYE COLOR:** Color of eyes.
10. **HAIR COLOR:** Color of hair.
11. **HOME ADDRESS:** Residence address.
12. **PLACE OF BIRTH:** Enter place of birth.
13. **SOC:** Enter Social Security Number.

Take the completed form to your nearest Live Scan site for fingerprint scanning. An up-to-date Live Scan site list is on the Department of Justice's (DOJ) Internet web page at <http://ag.ca.gov/fingerprints/publications/contact.pdf> or call a local police or sheriff's department.

Contact the live scan service for hours of operation, an appointment (if necessary), acceptable forms of payment and identification requirements. Be prepared to pay **ALL applicable fees** (DOJ processing fee of \$32, FBI processing fee of \$24 and fingerprint scanning service fee, ranging from \$5 to \$20).

The lower portion of the Request for Live Scan Service form must be completed by the live scan operator. The original form is retained by the scanning service; the second copy is to be attached to your application and submitted to the Board; and, the third copy is for your records.

Fingerprinting Authority

Section 11105(b)(9) of the Penal Code authorizes the Board of Chiropractic Examiners to require an applicant for licensure to furnish a full set of fingerprints for purposes of conducting criminal history record checks.